

CAPITAL IMPROVEMENT BOARD OF MANAGERS
OF MARION COUNTY, INDIANA
Minutes of Meeting
Monday, June 9, 2014
Indiana Convention Center - Boardroom

A Meeting of the Capital Improvement Board of Managers of Marion County, Indiana ("Board") was held on June 9, 2014 in the Indiana Convention Center's Boardroom.

Board Members present included Jay K. Potesta, Jim Dora Jr., David N. Shane, Milton O. Thompson, Douglas R. Brown and Brenda Myers as well as Ex-Officio, Leonard Hoops. Board Members Ann Lathrop, Carolene Mays and Maggie A. Lewis were absent.

Others in attendance included Barney Levengood, Executive Director, Megan Ornellas, CFO, W. Tobin McClamroch, General Counsel, Bingham Greenebaum Doll LLP, Donald Graham, Bingham Greenebaum Doll LLP, Robert Vane, VSI, Chris Gahl, Visit Indy ("VI"), David Sease, SGA, and members of the media. A copy of the list of those who signed in upon arrival is also attached hereto.

Vice President David Shane presided over the meeting in President Lathrop's absence.

The first agenda item was **Approval of Minutes** for the April 14, 2014 meeting. Upon a motion by Mr. Potesta and seconded by Mr. Brown the Minutes were unanimously approved as presented.

Mr. Shane introduced Megan Ornellas who presented the Board with a **Financial Update** as per the supporting documentation, which is attached and made a part of these minutes. Ms. Ornellas explained she would be covering both March and April financials as the May CIB Meeting was cancelled. Ms. Ornellas noted Revenues through March were \$1.4M, or 8% over budget. Operating Revenues through March were up approximately \$1.2 M or 19% over budget. Operating Expenses through March were 26% below budget and not a single category was above budget. Ms. Ornellas concluded the March update stating overall the CIB had a positive cash flow of \$4.1M in March and a year to date positive cash flow of \$5.6M. For April, Ms. Ornellas noted the Tax Revenues are even with budget. She noted Operating Revenues through April are up \$2.1M, or 25% over budget and Operative Expenses through April are \$8M, or 25% below budget. Ms. Ornellas noted our debt service payments were \$5.6M higher in 2013 due to the mall investor set-aside occurring in February 2013 and added we have a similar expense scheduled for September of this year. Overall the CIB has a positive cash flow of \$2.3 M in April and a year to date positive cash flow of \$8M. Mr. Shane asked if there were any questions for Ms. Ornellas regarding the Financial Statements and there were none.

Ms. Ornellas then presented the State Board of Accounts Audit to the Board members, which is attached to and made a part of these Minutes. She explained the CIB did not have any compliance findings or material adjustments so this is a clean audit. Ms. Ornellas thanked the CIB Controller, Patti Dean, for all her assistance during the audit process. Mr. Levengood added he was so proud of the entire Accounting Department. Mr. Shane asked if there were any questions for Ms. Ornellas and there were none. Upon a motion by Mr. Potesta and a second by Mr. Dora the State Board of Accounts Audit was accepted unanimously by the Board.

Mr. Shane introduced Leonard Hoops who presented the **Visit Indy Update** with the Market Share Performance report highlighting the Market Share Performance of three key areas: Indianapolis MSA, Marion County and Downtown, and Room-Night Production documents attached to and made a part of these Minutes. Mr. Hoops said currently Visit Indy is on track with their Goal numbers of 750,000 room nights for the year. Mr. Hoops updated the Board on the RFP for the Master Tourism Plan stating Visit Indy received nine responses to the RFP and had narrowed the field down to three contenders. At this time Mr. Hoops did not have a specific recommendation for the Board but he hoped to have one to present to the Board Members at the following CIB meeting. Mr. Shane asked if there were any further questions for Mr. Hoops and there were none.

Mr. Shane introduced Mr. Levengood who presented the **ICCLOS Sales Report** which is attached to and made a part of these minutes. Mr. Levengood noted the numbers were great for the months of March and April with over 200,000 people attending events in March and 180,000 in April. He explained the major contributing events were the FDIC, the NCAA Men's Basketball Regionals and the National Rifle Association Convention, which alone had over 75,000 people attending. Mr. Shane asked if there were any questions for Mr. Levengood and there were none.

Mr. Levengood presented the **Teamsters CBA Ratification** which is attached to and made a part of these Minutes, reminding the Board this was actually approved at the April CIB Meeting as presented but because there were a few typographical errors found and edits made to the contract from April he and Counsel felt it appropriate to bring the item back before the Board this month for ratification of the revised version. Pursuant to a motion by Mr. Brown and a second by Mr. Potesta, the ratification of the Teamsters Collective Bargaining Agreement was unanimously approved as presented.

Ms. Ornellas next presented the **Software RFP Recommendations** to the Board. She explained the CIB has been using a software system called Concentrics for the past 30 years for sales, events and accounting activities. She further explained this system is a proprietary system and no longer meets the needs of the CIB. Because of the limitations of the software, every major process, such as procurement, event settlement, event planning and sales activities is a manual process. Ms. Ornellas explained the CIB has released two RFPs in the past month and a half and is in the process of reviewing bids and negotiating with the potential vendors. There was discussion concerning the timeframe for implementation as well as the scope of the project with Mr. Levengood

emphasizing to the Board this was a big investment and undertaking and while there is no action to take on the agenda item at this time, he and staff wanted the Board to be aware this was happening and be advised our goal was for contracts to be presented for review and approval at the July Board meeting.

Mr. Levengood presented the **Bankers Life Field House Service Ramp Repair** which is attached to and made a part of these Minutes explaining this repair was one of the projects included in our amended and restated agreement with the Pacers. He explained a competitive bid was put together for this project in accordance with the Indiana Codes for Public Works Contracts. Mr. Levengood introduced Donald Graham of Bingham Greenebaum Doll and Counsel to the Board on Construction Matters to further explain this particular agenda item. Mr. Graham explained while there were originally three companies involved in the bid process one bidder, Evans Development Company Incorporated ("EDCO"), asked for permission to withdraw their bid due to a mathematical error in their spreadsheet which caused their bid to be much lower on paper than it actually was in reality. So, while the low bid of \$411,000 was submitted by EDCO, due to the inadvertent error in the spreadsheet, EDCO asked for permission to withdraw their bid. By withdrawing their bid they are no longer considered a valid bidder for this project.

Staff and Counsel is recommending we award the bid to Glenroy Construction in the amount of \$674,000 for the Bankers Life Fieldhouse Service Ramp Repair as the lowest and responsive and responsible bidder among the remaining two companies. At the suggestion of Mr. Potesta it was decided to include EDCO's letter to withdraw the bid as part of the Minutes.

Upon a two-part motion by Mr. Potesta and seconded by Mr. Thompson, the first part of the motion being the concurrence and withdrawal of the EDCO bid due to an inadvertent mathematical error and the second part of the motion being the awarding of the bid to Glenroy Construction in the amount of \$674,000 as the lowest and responsive and responsible bidder, a vote was taken and all Board members voted in favor of this two part motion. To conclude, the EDCO Construction bid was withdrawn and the contract awarded to Glenroy Construction.

Mr. Levengood explained to Mr. Shane and the Board members the next agenda item, **Indiana Convention Center Halls F & G Air Handler Replacement**, was not ready for consideration at this time and requested the removal of this item from the agenda for this meeting but the item will be brought back before the Board at a later date.

Mr. Levengood presented the **RFP – ICCLOS Uniform Contract** which is attached to and made a part of these Minutes. He explained because this is a three year contract it needed to be brought before the Board for approval. He noted staff strongly recommended awarding the ICCLOS Uniform Contract to Aramark in the amount of \$47,921.76 and offered to answer any questions from the Board. Upon a motion by Mr. Brown and seconded by Mr. Dora, the contract was unanimously approved as presented and awarded to Aramark.

Mr. Levengood then presented the **AT & T Centrex Analog Lines Renewal** which is attached to and made a part of these Minutes. He explained this service was a QPA item ("Quantity Purchase Agreement") and asked the Board for Approval to award the contract to AT & T Centrex in the amount of \$24,911.61. Mr. Levengood offered to answer any questions and noted all the backup information was included in the Board packet. Pursuant to a motion by Mr. Dora and seconded by Mr. Potesta, the AT&T Centrex Analog Renewal contract was unanimously approved as presented by the Board.

Mr. Levengood then presented the **Disposal of Obsolete Equipment** as per the attached supporting documentation, which is made a part of these Minutes. Mr. Levengood explained some of these items for disposal were analog radios and ancillary equipment which while obsolete for our needs at the Convention Center, could be useful to the Department of Homeland Security for point to point communication. He suggested a donation of this analog radio equipment to the City rather than disposing of the items at auction. It was determined the list of Obsolete equipment needed to be amended with the radio equipment removed and a new list created and attached to the Minutes. Upon a motion by Mr. Brown and seconded by Mr. Dora the radio equipment was removed from the list of Obsolete equipment for disposal and approved for donation to the City Of Indianapolis office of Homeland Security. Pursuant to a motion by Mr. Potesta and a seconded by Mr. Thompson, the Board unanimously granted approval of the write off of the remaining balance of the obsolete equipment.

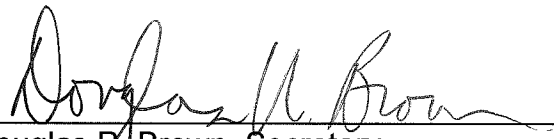
Mr. Shane presented **Claims** 532G, 531B and 531C from May to the Board for ratification and Claims 533G, 532B and 532C from June for approval as per the supporting documentation, which is made a part of these Minutes. There were no questions, and on a motion by Mr. Dora which was seconded by Mr. Brown, the Claims from May 2014 were unanimously ratified by the Board and the Claims from June were unanimously approved by the Board.

In **Other Business**, Mr. Shane asked Ms. Ornellas to thank the Accounting Department for their hard work on the Audit.

There being no further business and no **Public Comment** the meeting was adjourned.



Ann Lathrop, President
THE CAPITAL IMPROVEMENT BOARD
OF MANAGERS
OF MARION COUNTY, INDIANA



Douglas R. Brown, Secretary
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